

Agency Directors

Agency Director: Head of agency that is under the Personnel Authority of the Mayor. May also assume the role of PMP Supervisor or PMP Reviewer.

Online PMP Menu Options

The menu options presented to you after logging in depend on the access privileges you have been assigned in the system based on your PMP role(s).

All Agency Directors have access to the “**SUBORDINATES**” menu, which contains the following functions:

- **Add/Remove Subordinates** –allows Agency Director to select their roster of subordinates and release subordinates that no longer report to them.
 - To ADD subordinates within your own agency, select “**Add Subordinate**”, click “OK” and then apply the agency filter (drop down menu) at the next screen to add subordinates within your agency.
 - To REMOVE a subordinate, select “**Remove Subordinate**,” click on circle next to subordinate’s name, and then click “**Remove Subordinate**.” (NOTE: If you want to view your entire list of subordinates, just click “**Remove Subordinate**” – this will display your entire roster. If you do not want to remove any subordinates, just click “**Cancel**” after your view the list)
 - You cannot add a subordinate that has already been selected by another supervisor. If your subordinate is currently selected by someone else, please contact that supervisor and ask him/her to release the subordinate. If the supervisor has separated from District government but did not release his/her subordinates in Online PMP before departing, please contact your agency’s HR Advisor.
- **Performance Plan** – Agency Directors click here to create, revise and/or print Performance Plans for their subordinates. Agency Directors click here to access their subordinates’ Draft Performance Plans.
- **Performance Evaluation Form** – Agency Directors click here to create, revise and/or print subordinates’ Performance Evaluations. Agency Directors click here to access their subordinate’s Self-Evaluations.



- **Submission Status** – PMP Supervisors click here to view submission of Performance Plans and Performance Evaluations for the CURRENT fiscal year, FY 2003.
 - If you are creating an FY 2002 Performance Evaluation for your subordinate, *it will not show up in the FY 2003 Submission Status chart.*
- **2nd Level Review/Approval** – This function allows the Agency Director to access and approve the Performance Evaluations that have been approved by a subordinate PMP Supervisor.

Agency Directors also have access to the “**REPORTS**” menu. There are several agency-specific reports the Agency Director can access to monitor agency compliance, rating trends, etc.

All PMP users have access to the “**HELP**” menu.

Reviewing FY 2002 Performance Evaluations

Please see pages 31 - 32 under **PMP Reviewer** section of the manual for information on how to REVIEW Performance Evaluations.

Creating FY 2002 Performance Evaluations

Please see pages 24 - 28 under **PMP Supervisor** chapter for information on how to create FY 2002 Performance Evaluations for your subordinates.

Agency Compliance

Monitoring Reports

There are several reports designed to help the Agency Director monitor agency compliance. The reports are created in “Crystal Reports,” a reporting software tool. The Online PMP system will prompt you to load this software if it is not already loaded on your PC.

There are a limited number of Crystal Reports licenses available in the District. If all licenses are currently being used, a prompt will appear that states “There are not enough Concurrent Access Licenses to log you on.” Please try to log on to the reports at another time (“off peak” hours of early morning and evening are best!)

Please close out of Crystal Reports as soon as you are done viewing and/or printing a report. This will free up the license for the next user!



HR Advisors have been strongly encouraged to print out their agency's detail submission reports on each of the "due dates" listed in the charts below. For example, please print out Performance Evaluation detailed reports on November 7, November 14, November 21 and November 27. This will help verify submission summary reports.

To view Reports:

1. Click on "**REPORTS**" on the left hand menu.
2. There will be a drop down menu of several different reports that you can view. Select "**Report Type**" and "**Fiscal Year**."
3. Click "**View Report**" to access the report.

See Appendix A for a list of reports and brief description of their function.

Compliance Rating Scale

Agency compliance with PMP is included as a goal on every Agency Director's Performance Contract with the Mayor, and each Agency Director will receive a numeric rating based on his/her agency's timely compliance with the PMP. The following scales established by the City Administrator will be used to evaluate each agency's PMP compliance:

III. FY 2002 Performance Evaluations	
<ul style="list-style-type: none"> • PMP employee has an FY 2002 Performance Plan in place by 6/30/02 • "Submission percentage" is calculated as: <div style="text-align: center;"> $\frac{\text{\# of FY 02 Performance Evaluations submitted}}{\text{\# of FY 02 Performance Plans submitted by June 30, 2002}}$ </div> 	
Rating	Deadlines
5	<input type="checkbox"/> 100% submission by 11/07/02
4	<input type="checkbox"/> 90% submission by 11/07/02 <input type="checkbox"/> 100% by 11/14/02
3	<input type="checkbox"/> 85% submission by 11/07/02 <input type="checkbox"/> 100% by 11/14/02
2	<input type="checkbox"/> 80% submission by 11/07/02 <input type="checkbox"/> 100% by 11/21/02
1	<input type="checkbox"/> 75% by 11/07/02 <input type="checkbox"/> 100% by 11/27/02



IV. <u>FY 2003 Performance Plans</u>	
<ul style="list-style-type: none"> Employee was in a PMP eligible position by 10/31/02 “Submission percentage” is calculated as: $\frac{\text{\# of FY 03 Performance Plans submitted}}{\text{\# of PMP-eligible employees}}$ 	
Rating	Deadlines
5	<input type="checkbox"/> 100% submission by 11/27/02
4	<input type="checkbox"/> 90% submission by 11/27/02 <input type="checkbox"/> 100% by 12/05/02
3	<input type="checkbox"/> 85% submission by 11/27/02 <input type="checkbox"/> 100% by 12/05/02
2	<input type="checkbox"/> 80% submission by 11/27/02 <input type="checkbox"/> 100% by 12/12/02
1	<input type="checkbox"/> 75% by 11/27/02 <input type="checkbox"/> 100% by 12/19/02

